

## LTC INSTRUCTOR RENEWAL 2017

The following information is being provided for those Instructors with a certificate that expires on December 31, 2017.

- Renewal applications may be submitted online at: <https://txapps.texas.gov/txapp/txdps/chl/>. Please select “returning user” and enter the requested information.
- After the application has been completed and the fee is paid, form CHL-90 must be submitted along with the required supporting documents. The CHL-90 form can be downloaded from our website at: <http://www.dps.texas.gov/InternetForms/Forms/CHL-90.pdf>
- You may submit the completed form and supporting documents by [Email](#) or fax to 512-424-7284 (Attn: Instructor).  
**Reminder:** Supporting documentation must include proof of a current valid firearms instructor certification.
- Once the completed application has been received and the background checks are completed, you will receive an email to attend a retraining class in person.
- For this renewal period, all qualified handgun instructors will be required to demonstrate (handgun) proficiency and submit the CHL-100. (**Note:** This renewal period, an instructor can demonstrate handgun (range) proficiency with another qualified LTC Instructor).

Once an Instructor has completed the renewal retaining class and submitted the CHL-100, a new certificate will be mailed.

Legislative updates related to Handgun Licensing can be found on our website at:  
<https://www.txdps.state.tx.us/RSD/CHL/Legal/newlegislation.htm>.

For additional questions, please contact